



Qualifications for employment at Watermark requires having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that is consistent with scriptural principles in the Bible.

Job Title: Coffee Shop Coordinator [Manager]
Department: Connecting

FLSA status: Exempt
Reports to: Connecting Director

Position summary: Responsible for overseeing and managing the team in the Coffee Shop, which will include leading the assistant managers, barista's, town center host's and volunteers.

Spiritual Gifts:

- Serving
- Discernment
- Leadership

Role qualifications:

- Good administrator
- Organized
- Dependable, friendly and hospitable
- Self-starter
- Multi-tasking
- Be flexible to handle constant and last minute changes

Position Responsibilities:

1. Daily Communication/Tasks

- Manage inbox of emails from staff and outside staff
- Communicate in the GroupMe with Barista's and Volunteers needs/expectations for the day/week
- Coffee Setup requests via staff admins and coordinators

2. Innovate

- Create unique ways for this Coffee Shop to be the #1 Coffee Shop in Dallas (based off quality of product and engagement with customers)
- Prep & prepare ahead to exceed the previous years results for events hosted on campus

3. Shephard / Disciple team of Barista's and Volunteers

- Perform reviews (30/60/90 days)
- Lead individually through a study or material Joey provides
- Facilitate team meetings with Directors from other teams brought in to Equip on certain topics

4. Spokesperson for team

- Drive vision and direction for where the Coffee Shop is currently and is headed for the future
- Share stories from Story Collector in formstack in Staff Prayer and team meetings
- Keep staff informed of updates in Coffee Shop (stories/team/high level operational changes)



5. New Employees

- Recruit new employees & consistently be innovating in ways to find new employees
- Interview possible candidates
- Hire and integrate onto team
- Shift Visits (observe and give hands on feedback)

6. Organize Volunteers

- Recruit volunteers for evening rushes in the Coffee Shop (interview/hire)
- Disciple volunteers & hold them to the same standards as an employee

7. Events

- Execute plan and procedures for events (CLC; All Staff Christmas Party; Staff Retreat coffee)

8. Culture Add

- Implement ways to drive/add culture within the team through fun and creative ways
- Host team bonding opportunities throughout the year and the annual Christmas Party

9. Oversee two Assistant Managers & Town Center Host's

- Support in administrative tasks via the assistant administrative manager
- Keep informed with status of each employee via the assistant training manager
- Stay aware of needs from Town Center host's and be available for training